Data Quality Clean Up:
Q3: Relationship to Head of Household

As a reminder, this will mainly effect agencies with families as the migration pulled everyone one over a Head of Household. You will start with your Detail Report to determine who this affects in your HMIS records. Use the search feature to open the client's dashboard.

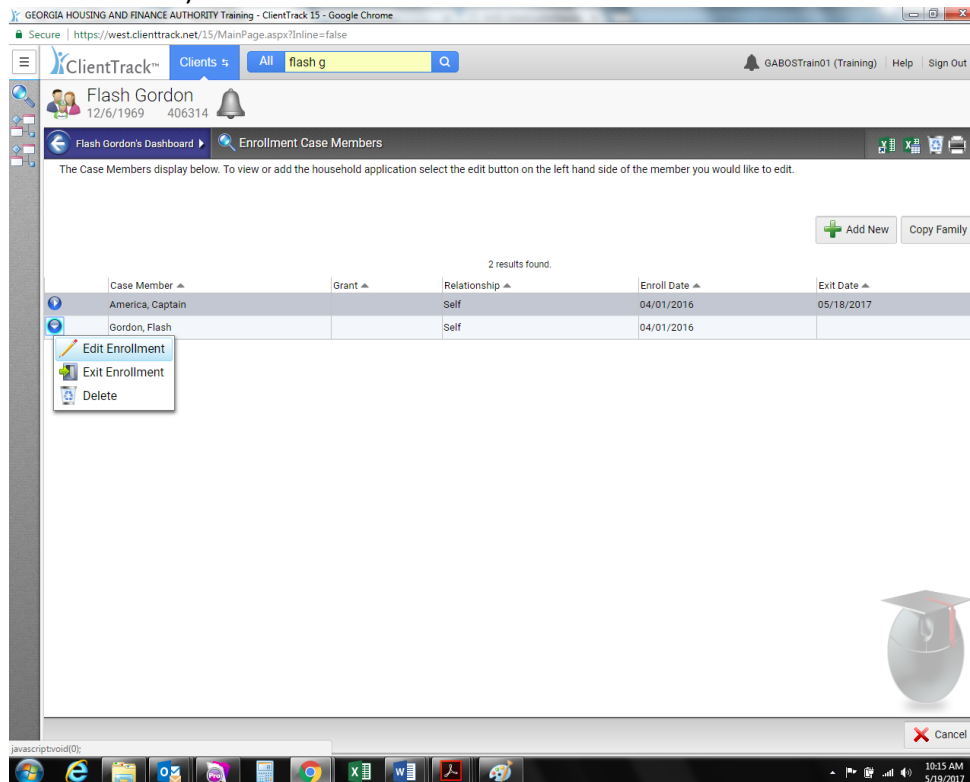Next, we go to our blue button and choose to View Case Members
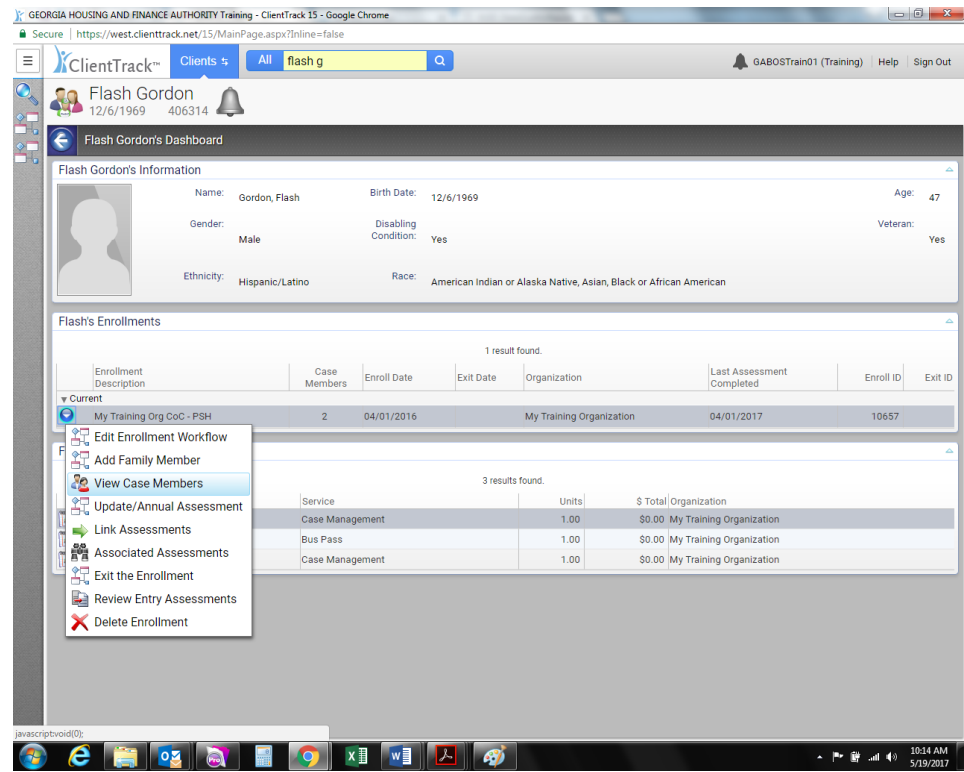
If this is an issue in your report, you will see everyone marked "Self" as shown below.
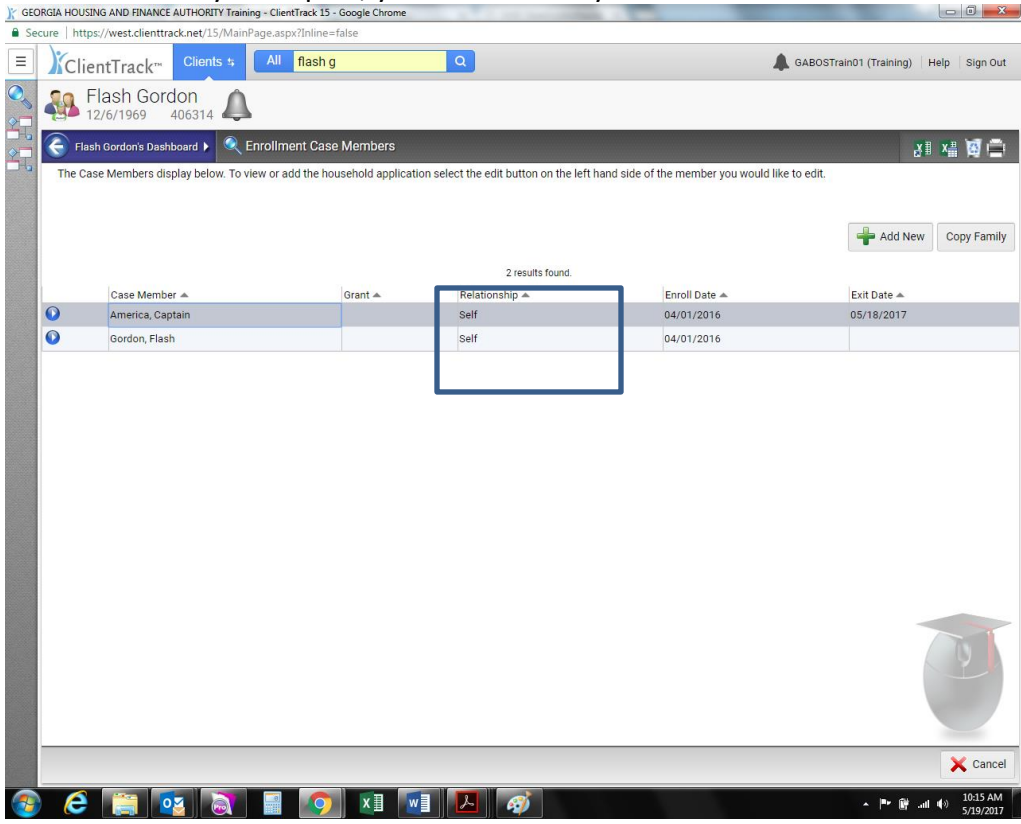
To correct, choose each family member (who isn't the Head of Household, as they can be kept as self) and click the blue button and choose Edit Enrollment

You will then correct the Relationship to Head of Household to reflect correct information. Click Save.
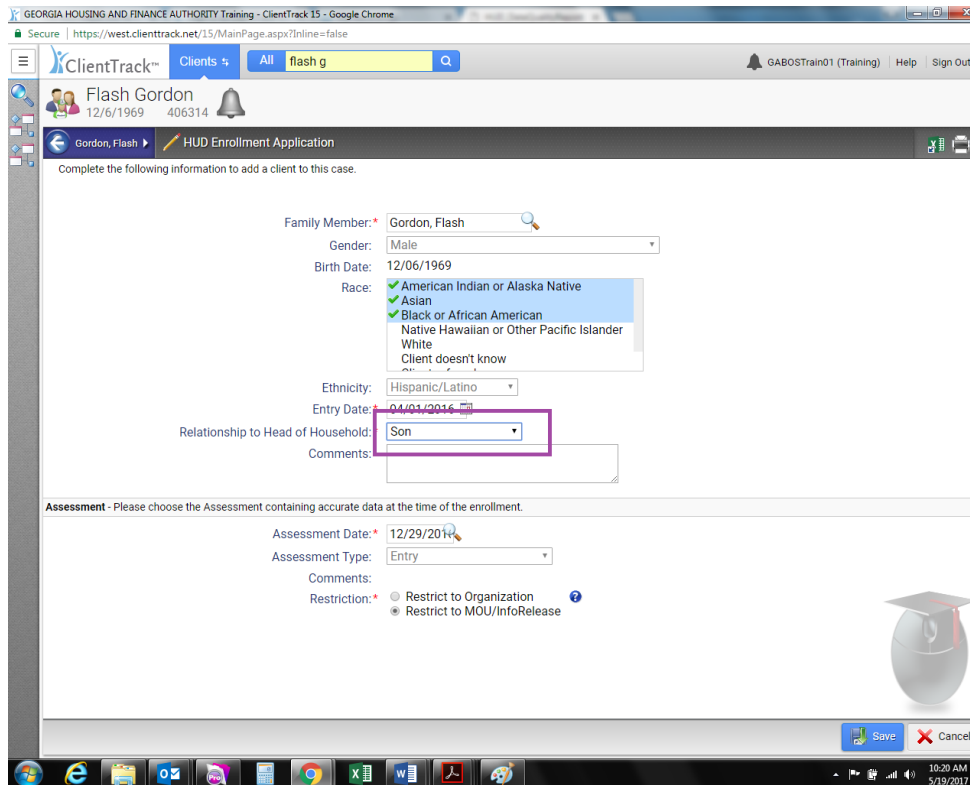
You will be returned to the Case Members page where you will confirm that change was saved. When you refresh your hidden DQ Report you will see the change updated.